



PENSACOLA STATE COLLEGE

District Board of Trustees Meeting

August 17, 2021

4:30 p.m. Workshop

Topic: PSC Charter School Application

5:00 p.m. Committee Meetings

Academic and Student Affairs Committee – Academic Affairs Office

Facilities Committee – District Conference Room

Finance Committee – Business Affairs Office

Human Resources Committee – Human Resources Office

5:30 p.m. Board Meeting

Board Agenda

- I. Call to Order
- II. Introductions/Recognitions
- III. Approval of the June 22, 2021, Board Meeting Minutes
- IV. Approval of the Agenda
- V. Call for Public Comments on Agenda Items
- VI. DSO Report
 1. Alumni Association Report
 2. PSC Foundation Report
 3. WSRE Report
- VII. Academic and Student Affairs
Action Items:
 1. UWF 2+2 Articulation Agreement
- VIII. Accountability Report
Action Item
 1. Institutional Accountability Plan and Progress Report 2020

IX. Facilities

Action Items:

1. FY 2021–2022 through 2025–2026 College Capital Improvement Plan (CIP) – Legislative Budget Request FY 2022–2023

X. Finance

Action Items:

1. Budget Amendments
 - a. Unexpended Plant Fund Capital Outlay Budget Amendment (STEM Building and CO&DS)
 - b. Approval of Final Budget Amendment – Unrestricted Current Funds
2. Updated Full Cost of Instruction
3. Initial Fiscal Year (FY) 2020-2021 Purchase Orders Exceeding \$195,000
4. Pirates CARE Fresh Food Fest
5. Removal of the Additional Baccalaureate Application Fee
6. Technology Building Phase II – Selection Committee Recommendation
7. FAIT Requests (open item)

Information Item:

1. Pert/Late Fee Waivers
 - a. June 2021
 - b. July 2021
2. Planned COVID Relief (Institutional) Expenditures FY 2021-2022
3. Budgeted Scholarships FY 2021-2022

X. Human Resources

Action Items:

1. June 2021 and July 2021 Human Resources Report
2. Change a vacant and funded Maintenance Specialist I position, Level 3, Career Service Salary Schedule to Administrative Assistant, Level 3, Career Service Salary Schedule, retroactive to July 6, 2021. (Facilities, Planning and Construction)
3. Convert the vacant and funded Manager, HCM Processes, Level 2, Professional/Managerial Salary Schedule to create the new position of Human Resources Representative, Level 4, Career Service Salary Schedule, retroactive to July 26, 2021. (Human Resources)
4. Convert the current funded and vacant Senior Executive Assistant, Level 7, Career Service Salary Schedule to Executive Assistant, Level 6, Career Service Salary Schedule. (Office of the President)
5. Convert the current funded and filled Administrative Assistant, Level 3, Career Service Salary Schedule to Administrative Support Specialist, Level 1, non-exempt Professional/Managerial Salary Schedule, retroactive to August 9, 2021. (Athletics)
6. Change the job description and title of the vacant and funded Manager, Online Media Technologies and Web Content, WSRE, Level 3, Professional/ Managerial Salary Schedule to Manager, Digital Marketing and Content, WSRE, Level 3, Professional/Managerial Salary Schedule. (WSRE)
7. Change the current vacant and funded Coordinator, Corporate Professional Development, Level 3, Professional/Managerial Salary Schedule to the revised job description and level of Coordinator, Corporate and Professional Development, Level 2, Professional/Managerial Salary Schedule. (Academic Affairs – Workforce Education)
8. Change one funded and vacant Workday Business Analyst, Level 2, Professional/Managerial Salary Schedule to Coordinator, Admissions, Level 2, Professional/Managerial Salary Schedule. (Student Affairs/ Admissions)
9. Change an additional funded and vacant Workday Business Analyst, Level 2, Professional/Managerial Salary Schedule to Coordinator, Workday Change Management, Level 2, Professional/Managerial Salary Schedule. (Institutional Research and Management Information Systems)

10. 2021-22 Salary Schedule
 - c. Modify page 19 of the 2021-22 Salary Schedule section, “Compensation for Adjunct Instructors,” to add hourly rates based on degree levels
 - d. Modify page 21 of the 2021-22 Salary Schedule to add a category of Game Day Event Manager. Note: page numbering to the original document will change with approval of these items
11. Special Contracts (open item)

XI. General Counsel

Action Items:

1. The following policies are submitted for rule adoption. The 28-day notice requirement for rule development was met on July 19, 2021
 - a. Policy 6Hx20-1.001 Organization of the District Board of Trustees of Pensacola State College
 - b. Policy 6Hx20-1.002 Board of Trustees Meetings
 - c. Policy 6Hx20-1.026 Alcohol/Drug Abuse
 - d. Policy 6Hx20-1.011 Contracts
 - e. Policy 6Hx20-1.012 Disposition of Surplus Property
 - f. Policy 6Hx20-1.019 Property and Equipment
 - g. Policy 6Hx20-1.036 Criminal Background Checks/Fingerprinting
 - h. Policy 6Hx20-5.003 Procurement Requirements

Information Items

1. Contracts
2. Policies submitted for Rule Development
 - a. Policy 6Hx20-4.014 Annual Leave
 - b. Policy 6Hx20-4.017 Sick Leave

XII. President’s Time

Action Items:

1. Board Meeting Schedule 2021–2022
2. Co:Lab Report

XIII. Chair’s Time

Action Item

1. President’s Employment Contract
2. 2021-2022 Board Chair and Vice-chair

XIV. Adjournment